



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

TO: Superintendent and Charter School Sponsors

FROM: Debra Hinline, Director
Office of School Financial Management

DATE: April 23, 2008

SUBJECT: Third ADM count for all Corporations and Charter Schools

This is a reminder that School corporations and Charter Schools now submit three ADM counts each school year. The third count for the 2007-2008 school year is Thursday, May 1, 2008. This is an ADM count only (no Vocational Education Count or Student Residency Report), submitted through the Application Center on the DOE-ME report. Please be sure your building level personnel and technology coordinators are aware of this count.

The data layout for this submission may be found at the following web address:
<http://www.doe.in.gov/stn/pdf/ME.pdf>. The layout document contains valuable information about each ADM type, and schools should use the document as a reference to assure that all eligible students are included. The timeframe for submitting this data is between May 1, 2008, and May 21, 2008. You are required to print, sign, and send us a hard copy of your corporation's Report of Average Daily Membership. The printable view option that contains signature lines will not be available to schools until the end of the conflict resolution/cleanup period on May 21, 2007. Please be sure to send us your signed report by Wednesday, May 28, 2008.

Please refer to the data layout for information about ADM types, or call if you have questions. Our toll free number is 866-234-1414 or local at 317-232-0840.